

## WOMEN'S RECOVERY RESPONSE GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

### How can I submit a proposal?

The application, the application submission portal, and all relevant instructions are available on our website at <https://women.ca.gov/2023-2024-womens-recovery-response/>.

### When are applications due?

Completed grant applications must be submitted by 4:00 p.m. PST on Friday, February 17, 2023.

### How can I get assistance on filling out the application?

For general questions, please email [Grants@women.ca.gov](mailto:Grants@women.ca.gov). For more detailed technical assistance, please plan to attend one of the following trainings:

- ✚ February 3, 2023 at 1:00pm - Technical Assistance Webinar for New Applicants  
Please sign up for the training here: <https://www.eventbrite.com/e/technical-assistance-webinar-for-new-applicants-tickets-523145932567>
- ✚ February 6, 2023 at 11:00am - Technical Assistance Webinar for Renewal Applicants  
Please sign up for the training here: <https://www.eventbrite.com/e/technical-assistance-webinar-for-renewal-applicants-tickets-523870098567>
- ✚ February 6, 2023 at 1:00pm - Technical Assistance Webinar for Local Commissions  
Please sign up for the training here: <https://www.eventbrite.com/e/technical-assistance-webinar-for-local-commissions-tickets-523892485527>

### How do I know which application to use?

- ✚ **New Grantee Application:** This application is if your organization has not received prior funding from CCSWG and is a nonprofit or local government seeking funding to support the existing and emerging needs of women and girls in California who have been disproportionately impacted by the COVID-19 pandemic. Submit your completed application to: [NewGrants@women.ca.gov](mailto:NewGrants@women.ca.gov)
- ✚ **Renewal Grants Application:** This application is if your organization received prior funding from CCSWG and is seeking continued funding to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic. Organizations are welcome to apply to sustain current awarded efforts, propose new activities, or a combination of both. Submit your completed application to: [RenewalGrants@women.ca.gov](mailto:RenewalGrants@women.ca.gov)
- ✚ **Local Commissions Application:** This application is if your organization is seeking funding to support the development and advancement of a local Women's Commission or to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic. Both new applicants and previously awarded applicants may apply. Submit your completed application to: [LocalCommissions@women.ca.gov](mailto:LocalCommissions@women.ca.gov)

### When will I know if my application was accepted?

The period of performance for projects funded will be about 12 months, with an anticipated start date of April 3, 2023. The official designee will be notified in writing, via electronic communication. Applicants not selected for funding will receive a letter of notification via electronic communication.

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### **Who do I contact if I am having technical issues with my submission?**

Email us at [grants@women.ca.gov](mailto:grants@women.ca.gov). Please do not call the office or email individual staff members or Commissioners. We will answer your email as quickly as possible. Please be advised that we have a small staff and may not be able to respond immediately. For that reason, it is advisable to submit your application with plenty of time to spare before the deadline.

### **What is the submission limit for the application email inbox?**

The submission email inbox allows for individual submissions up to 150 megabytes.

### **Who is eligible to apply?**

Eligible applicants must be one of the following:

- A. Local women's commission established with a city or county government.
- B. Local government entity for the purpose of establishing new commissions and/or other grant funded activities that directly support and align with the mission of women and girls commissions.
- C. Statewide or local nonprofit with an established history of programming and/or services that directly support and align with the mission of women and girls commissions.

### **Can I apply for a grant as an individual? Can I apply if I want to start a Commission but am a local advocate and not a government agency?**

You cannot apply as an individual and must meet the eligibility requirement identified in the published Grant Funding Opportunity.

### **Can I apply for a deadline extension?**

Unfortunately, we are unable to offer deadline extensions.

### **What materials should I have ready before I begin my application?**

You will need only the completed application, available on our website at <https://women.ca.gov/2023-2024-womens-recovery-response/>.

### **What materials will I be required to submit to finalize the grant award?**

Once selected for funding, CCSWG will require additional documentation to finalize the Grant Award. This will involve a verification process, which entails:

#### **1. Department of Justice Verification**

Every charitable corporation, unincorporated association, charitable trustee and other legal entities holding property for charitable purposes, must file with the Attorney General an initial registration form and other documents required by law.

Under Government Code section 12585, initial registration must be filed within 30 days of first receiving charitable assets. Assets include public donations, property, government grants, noncash donations, and/or any contribution of value. NOTE: after the initial registration, there are also annual registration renewal and reporting. For more information on this process, please visit: <https://oag.ca.gov/charities/initial-reg>.

#### **2. Secretary of State Verification**

California Nonprofit Corporations and all Limited Liability Companies are required to file every two years in the month of registration in even or odd years based on the year of registration. All businesses should

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file a Statement of Information when information changes and must file a new Statement of Information when their agent for service of process resigns or is no longer valid.

In some cases where particular organizations were exempt from filing a tax status, CCSWG requires they provide a copy of the exemption status letter and accompanying required documents in accordance with the Internal Revenue Service (IRS). For more information on this process, please visit: <https://bebizfile.sos.ca.gov/eforms>.

### 3. Internal Revenue Service Verification

Form 990-N (e-Postcard) - Annual electronic filing requirement for small tax-exempt organizations. Smaller tax-exempt organizations (those normally with annual gross receipts up to \$50,000) may be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006 and may apply to organizations that previously were not required to file returns. See e-Postcard (Form 990-N) for more information about this requirement and a link to the filing system.

Required e-filing of Forms 990, 990-EZ, 990-PF, 990-T, and 4720 for tax years beginning after July 1, 2019. The Taxpayer First Act, enacted July 1, 2019, requires tax-exempt organizations to electronically file information returns and related forms. The new law affects tax-exempt organizations in tax years beginning after July 1, 2019. The waiver process described below and in Notice 2010-13 does not apply to Forms 990, 990-EZ, 990-PF, 990-T, and for private foundations only, Form 4720. For more information on this process, please visit: <https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-how-to-file>.

### **What forms are required from Grantees?**

The following forms will be required in order to receive grant funding:

- Payee Data Record Form (Std. Form 204)
  - This is required of most awarded applicants, except local governments.
  - This provides, among other data, a supplier's taxpayer identification number and is used to determine when the payment to the supplier is reportable and is needed in order to process payments of invoices.
- Payee Data Record Form (Std. Form 205)
  - This form is used for local governments or if the remittance addresses or additional Authorized Representatives from the Std. Form 204 need to be modified.
- Government Agency Taxpayer ID Form
  - This form is used for local governments and is required to establish the unique identification of the government entity.
- Award Letter
  - This is the document that legally grants funds to the awarded applicant and is not valid until the awarded applicant (including the Legal Applicant and the Sponsored Organization, if applicable) and CCSWG have signed.
- Acknowledgment of Work Commencement Authorization
  - This certifies that any work under the awarded grant will not commence until the Award Letter is fully executed by both the awarded applicant and CCSWG.
- IRS Exemption Letter

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- If your organization holds an exemption status with the IRS, please provide the exemption letter with your application.

### **How will the applications be scored?**

Please review the application review process located [here](#).

### **How will the applications be scored?**

Eligible proposals received by the deadline are generally evaluated by a three-member team comprised of CCSWG Staff.

- The rater scores each proposal using the Rating Sheet.
- Final scores are ranked within that specific category numerically.
- Proposals are only evaluated numerically; no notes are taken during the evaluation.

### **Will there be special priorities determined?**

CCSWG will prioritize awards to organizations that can demonstrate how the fund supports their ability to deliver measurable outcomes for women and girls in the following areas:

- Improved access and affordability of child and/or elder care services
- Increased utilization and uptake of safety-net programs that offer services to support basic needs such as shelter, food, clothing, etc.
- Achieved reskilling / upskilling through accreditation, certification, or educational programs
- Enhanced financial ability to grow economic security, assets, and wealth building.

### **Can I apply for more or less than the listed amounts?**

Applications should be for listed amounts. When the amount of funds available is limited, CCSWG may reduce the amount of the Grant Award from the amount requested by the Applicant. In addition, CCSWG reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Award. If either of these actions is required, CCSWG will notify the Applicant prior to executing the Grant Award.

### **Can I apply in partnership with another organization?**

There is only one legal applicant for each proposal; however, applicants can apply on behalf of an organization they sponsor. Section III "Applicant Information" requires information on the Legal Applicant Organization and information for the Sponsored Organization.

### **What are the reporting requirements for subgrants?**

The legal applicant is the primary point of contact for CCSWG and is responsible for all reporting, tracking, and financial requirements. It is the responsibility of the legal applicant to request progress reports of ongoing grant activities to the subgrantee. The legal applicant is responsible for working with subgrantees for all necessary tracking, reporting, and communications required.

### **How will my reports be used by CCSWG?**

All reports, updates, images, media, and affiliated media coverage will be used by CCSWG on our website, social media, printed reports, and updates.

### **Will I need specific software for applications or reporting progress?**

Nothing is required to fill out the application and Adobe Reader (free) is required for various documents. A template will be provided to all grantees to submit their progress reports.

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### **What events and trainings will I be required to join?**

No specific trainings or events are required at this time; however, event opportunities may arise throughout the course of the grant cycle, which you may be invited to attend. You are highly encouraged to view the recorded Technical Assistance trainings previously offered if you would like assistance in submitting your application:

✚ Technical Assistance Webinar for New Applicants: <https://youtu.be/1sSH5D2-Nx4>

✚ Technical Assistance Webinar for Renewal Applicants: <https://youtu.be/4NDIRyn9F7I>

✚ Technical Assistance Webinar for Local Commissions: <https://youtu.be/oGQH9HjICF8>

### **What if I don't use all the grant funds?**

It is expected that you will spend all funds in support of your awarded grant activities. Any unused grant funds must be returned to CCSWG at the end of the grant cycle.

### **Are there any costs that are not allowable?**

The following list includes ineligible costs. Grant applications featuring these costs may be denied or will be required to be revised before an award can be made:

- Tuition (for program staff to attend school, for example)
- Food and beverage, corkage fees for events (note that purchase of food for food banks/community distributions, etc. are eligible)
- Lobbying
- Costs already billed directly
- Travel costs outside state rates/per diem rates, or travel to banned states (travel must be in line with the scope of activities for the grant)
- Overtime
- Equipment not specifically needed for the project
- Deductible for insurance
- Audit costs
- Legal fees for contract litigation, remedies for your organization)
- Depreciation or Use Allowances for buildings & equipment
- Licensing
- Bank Fees
- Advance payments
- Contingencies
- Appearance fees/speaking engagements
- Insurance costs (for example, a bill for auto insurance or workers compensation insurance; does not include insurance costs rolled into employee benefits- those are eligible)

### **Can I apply for \$250,000 and re-grant to individuals?**

Re-granting refers to one organization re-granting to smaller organizations (which must be nonprofit or local government). Re-granting is not for individuals.

**For renewal applicants, do I we need to follow the same proposal we did last year or can we change it?** Renewal applicants can either continue the same activities they were awarded last year or they can propose a new set of activities.

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**We would like to include more narrative than the application allows. Can we use a different format to submit our application?** No, please use the PDF application and remain within the prescribed word limit.

Will new non-profit organizations be considered for the Women's Recovery Response grant?  
**Yes, new non-profits will be considered.**

**Are for-profit business entities eligible to apply as direct service providers?**  
No, only non-profits are eligible to apply.